



CITY OF ATLANTA

Job Announcement

MANAGEMENT ANALYST

STARTING SALARY: \$ 41,846

Salary Grade: 21

Applications Accepted From: June 20, 2005 until July 1, 2005

Minimum Job Requirements

Persons applying must have a Bachelor's degree in Business/Public Administration, or related field and three years of management analysis experience; or an equivalent combination of education, training, and experience.

Duties of the Job:

This employee performs difficult management and financial analysis for the purpose of developing recommendations to improve City operations and management systems for an assigned department. Duties include, but are not limited to: conducting productivity studies; delivering operational reviews of City operations and management systems; performing special projects; preparing productivity information and workload evaluations; and responding to public inquiries concerning City Operations and productivity. Conducts operational reviews and productivity studies of City departments for efficiency; complies and presents a final report of findings and suggested recommendations for improvement to the appropriate department or parties. Performs special projects such as budget analysis, management audits and privatization assessments. Writes and reviews ordinances and legislative papers as needed.

To Apply For This Position:

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

The Examination for This Job Will Consist Of An Evaluation of Applicant Training And Experience.